

**DR. MPS MEMORIAL COLLEGE OF BUSINESS STUDIES, AGRA**

**PRINCIPLES OF MANAGEMENT(304)**

**BBA 3<sup>rd</sup> Semester**

**Question Bank( Jan, 2023)**

**By – Bhawna Teerthani**

Short Answer Type Questions

1. What is the difference between management and administration.
2. State the salient features of Classical theory of Management.
3. State the salient features of NeoClassical theory of Management.
4. Discuss briefly the contingency approach to management.
5. Management is a science and an art explain in detail.
6. Discuss the concept of Management by Objectives (MBO).
7. What do you understand by bounded rationality.
8. Differentiate between formal and informal organization.
9. Discuss different Forms of Organization structure.
10. Define the term span of management.
11. What do you mean by responsibility and accountability.
12. What is Centralization and Decentralization.
13. Differentiate between Delegation and Decentralization.
14. Discuss the importance of motivation in an organization.
15. What are essential qualities of a good leader.
16. Explain Maslow's need hierarchy theory/Five forces model of motivation.
17. Explain Herzberg's theory/two factor theory.

Long Answer Type Questions

1. What is Management. Discuss its functions, levels, importance and scope.
2. Define Manager. Discuss his skills, qualities, roles and responsibilities.
3. Elaborate evolution of management thought in detail.
4. Discuss the features and limitations of Scientific Management theory of management.
5. Define planning. Discuss its importance and nature in detail.
6. What is planning process. Discuss the different types of plans.
7. What do you understand by decision making in management. Write its types, techniques and process/steps.
8. What is an organization. Explain its nature and process.
9. Explain Departmentation. What are the different basis of departmentation in an organization.
10. What is Authority? Write its Types in details.
11. What is delegation of Authority and write its needs, steps/process and importance in detail.

12. What are the features, advantages and disadvantages of formal and informal organization.
13. What do you mean by staffing. Discuss its importance, objectives and steps involved in staffing.
14. Discuss all the theories of motivation in management.
15. What do you understand by controlling. Explain its characteristics, importance and process.
16. Define leadership. What are the different types of leadership styles.
17. Explain the different traditional and modern techniques of controlling.